

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

August 11 - City Council
Meeting Agendas

Looking Ahead

Most boards, including Council, are holding meetings virtually. Check the meeting calendar for updates. [Click here for submitting or making public comments during the meetings.](#)

Wednesday, August 12: Board of Zoning Appeals meeting

Thursday, August 13:
Community Policy and Management Team meeting

[Public Meeting Calendar](#)

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Construction of the next phase of the [Green Circle Trail](#) (Phase III) on the south side of Jubal Early Drive from west of Harvest Drive to east of Valley Avenue continues. This phase will construct a 10-foot pedestrian trail between Abrams Crossing shopping center and The Lofts at Jubal Square apartment complex.

City Manager's Highlights

New public comment procedures were implemented this week prior to the August 11 City Council meetings. Advanced registration is requested for those who'd like to address Council live during the meeting. NOTE: Only use the WebEx platform if you want to address Council. If not, please watch the meeting via the agenda portal. [Click here for details.](#)

These procedures will apply to other City boards as well. See the City's [Get Engaged web page](#) for instructions.

Public Safety

Winchester Police

- Discussed Emergency Communications Center renovations.
- Taught crisis intervention tactics at Academy.
- Reviewed 13 applications for the Animal Control Officer position and invited 37 police applicants to August 7 testing.
- Completed one policy draft.
- Worked with Winchester-Frederick County Law Enforcement Foundation on contribution to Douglass Family Day.
- Completed massage parlor inspection with the Fire Marshal.
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 16
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes/other - 22

Winchester Fire and Rescue

- Held committee meeting to discuss possible schedule modifications to address "driver only" issues.
- Held Assistant Fire Chief interviews and finalized part-time Administrative Assistant interview process.
- Assisted Winchester Police Department with applicant testing.
- Sent training reports to all Battalion Chiefs for the month of July.
- Worked with the Communications Department to produce "Go and See with Barry Lee" virtual Field Trip of the Shawnee Fire Station for the Parks and Recreation summer youth program.
- Conducted initial background interviews with three firefighter applicants.
- Posted and reported *Unsafe for Firefighter Entry* on 3 residential properties to the Building Department.
- Completed final inspections for the new Shenandoah University apartment buildings.
- Participated in a virtual training session for Fire Investigator/Inspector legal update hours.
- Completed fire inspection for the Youth Development Center.
- Prepared announcement for the open Deputy Fire Marshal position.

Police Activity	#
Calls for Service	577
Directed Patrols	22
Directed Patrols (OTW)	1
Extra Patrols	39
Extra Patrols (OTW)	2
Alarms/False Alarms	14/14
Crash Reports	12
Traffic Citations	10
Traffic Warnings	28
DUI/DWI	3
FOIAs Answered	6
Special Events Permits Received/Approved	1/1 49 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	94
Hazardous Cond.	2
Service Call	8
Mutual Aid Given	9
Good Intent	5
False Alarms	8
Special Incident	0
Plan Review	0
Reinspections	0
Inspections	8

Emergency Management

- Facilitated the quarterly conference call with Mortotola to discuss the radio system and case issues.
- Attended online FEMA training for Emergency Management.
- Continued configuration of the City point of distribution storage container.
- Participated in the business and non-profit application review for the CARES Act funding.
- Conducted the monthly iPAWS warning test in the City's notifications system.
- Maintained situational awareness and dissemination of information for Hurricane Isais.
- Attended VDEM conference calls for Region 2 COVID-19 updates and the hurricane season.

Development Services

Zoning and Inspections

- Completed:
 - 36 building permit inspections and 14 building permits (\$273, valuation).
 - 32 code enforcement inspections and initiated 18 new cases
 - 1 new business reviews (1 Zoning User Permits general business, 0 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant projects this week:
 - 409 W Jubal Early Drive - pedestrian bridge for Green Circle Trail (\$180,000)

Date	Address	Description	Value
07/30/2020	715 S KENT ST	NEW HEAT PUMP	\$5,000.00
07/30/2020	409 W JUBAL EARLY DR	PEDESTRIAN BRIDGE FOR GREEN CI	\$180,000
07/30/2020	123 JACKSON AVE	EXPANSION TANK	\$150
07/31/2020	353 E PICCADILLY ST	REPLACE FIXTURES	\$700
07/31/2020	79 RIFLEMEN LN	NEW FIXTURES	\$10,000
08/02/2020	132 ACADEMY LN	BATHROOM REMODEL	\$300
08/03/2020	116 S WASHINGTON ST	REPLACE ROOF W/ LIKE MATERIALS	\$25,000
08/04/2020	710 SELDON DR	REMOVE & REPLACE DECKING, STAI	\$3,000
08/05/2020	706 ACADEMY CIR	FOUNDATION WALL REPAIRS	\$11,178
08/05/2020	523 N CAMERON ST	REPLACE WATER HEATER	\$0
08/05/2020	323 FAIRMONT AVE	REPLACE FIXTURES	\$5,500
08/05/2020	38 RIFLEMEN LN	REPLACE A/C & FURNACE	\$200
08/05/2020	412 HIGHLAND AVE	REPAIR FLOOR JOISTS & SUBFLOOR	\$30,000
08/05/2020	323 FAIRMONT AVE	RADIANT FLOOR PANEL	\$2,000
Total			\$273,028

Planning

- Staffed the Planning Commission's August 4 work session and reviewed the cases appearing on the August 18 regular meeting agenda. The following new agenda items were reviewed at the work session:
 - Conditional Use Permit (CUP) for a change to the use of a small neighborhood convenience building at 1200 Valley Ave
 - Planned Unit Development (PUD) rezoning for a 39-unit multifamily development on a 9.65-acre site along the east side of Fox Drive for Westminster-Canterbury villas known as "Hack Woods"
 - PUD rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring St primarily intended for SU students as a project known as "The Local"
 - Right of Way vacation and conveyance request for a portion of Center St. along the east side of Fox Dr.
 - Major Subdivision for Habitat for Humanity along Chase, West, and Elk streets comprising 4 single-family home lots
 - Zoning Text Amendment to allow bollards instead of curbing in parking areas near buildings
- There were two public hearing items carried over from the July regular meeting that will be tabled again until the September meeting:
 - PUD rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street; and,
 - CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building which was tabled at applicant's request.
- Participated in a virtual meeting session to further discuss the MPO Bike Share study that was presented to Council on July 28 Work Session. Discussed a possible public education component as recommended.
- Participated in a virtual Northern Shenandoah Valley Regional Commission Executive Committee meeting session to discuss regional housing grant projects including funding for a number of Habitat For Humanity projects in Winchester.
- Continued to conduct online plan review and approval of development projects.

Arts and Vitality & Old Town

- Hosted a socially-distanced 3-4-5 Marketing seminar at Winchester Brew Works. A company called "Locable" came to Winchester and provided local businesses with workbooks to formulate a solid marketing plan and boost their e-commerce presence.
- Awarded Business Spotlight videos to 5 businesses.
- Attended Old Town Advancement Commission regular board meeting.

Economic and Workforce Development

- Spoke with two potential businesses about locating to the city.
- Enterprise Zone call with property developer who is interested in building a mixed-use structure on his site.
- Held conference call with Lynx Ventures to discuss status of Towers site and options moving forward.
- Attended Housing Coalition Steering Committee Meeting.
- Began CARES Act Emergency Grant application review. 41 businesses and 21 non-profit organizations submitted applications.

Winchester/Frederick County Tourism

- Took part in three virtual calls with Charrette throughout the week to see, then review and implement recommended revisions to the strategy for the upcoming photo and video shoot, which is planned for late August/early September.
- Attended a Virginia Tourism FY21 Co-op Marketing Plan virtual meeting to learn about marketing programs that will allow us to leverage our marketing dollars with state marketing dollars.
- Held a Shenandoah Valley Tourism Partnership advocacy committee call to discuss several grant opportunities for the broader Shenandoah Valley as well as more specific local municipality opportunities.
- Took part in a planning virtual call with Virginia Tourism's international public relations office to develop a virtual FAM (familiarization) tour for the Northern Shenandoah Valley that will be directed to Canadian travel writers. One-hour virtual program will be held in mid-September.
- Solidified plans with a Virginia-based travel and lifestyle blogger to visit in late September to expand the narrative that the Winchester area is open and safe for local/regional travelers.
- Attended August SVTP virtual meeting with the majority of discussion surrounding COVID grant-related opportunities and strategies at the local, regional, state and federal levels.

Public Services

- Resumed construction on the infrastructure improvements project on N. Loudoun Street between Fairmont and Wyck and it is progressing well. The project consists of replacing water, sewer and sidewalk infrastructure and repaving the street.
- Resumed the water meter replacement project along with the installation of water heater expansion tanks.
- The Winchester Parking Authority Board met and approved moving forward with the project to replace the access control and payment systems in all four of the parking garages.
- Held monthly meeting with VDOT to review the status of all the City projects with VDOT funding.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	118	5,409
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697

Measure		Past Week		Project Totals
Sidewalks repaired (linear feet)		4,801		191,703
Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	85	#
	Mowing	21.38	254.47	Acres
	Miles of streets swept	60.90	1,854.79	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	16	155	#
	Trees trimmed	16	681	#
	Stumps removed	16	173	#
	Trees planted	7	242	
Traffic	Street signs Installed/replaced	5	364	#
	Pavement markings repainted (City)	0	8,443	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	140.59	4,155.19	Tons
	Recycling collected	37.87	1,278.906	Tons
	Large item pickups	7	88	#
Transit	Total passengers	1,354	46,781	#
	Revenue miles pick up/drop off	3,433	78,781	Miles
	Revenue hours pick up/drop off	317.3	7,586.18	Hours
Utility billing	Payments processed	1,262	43,436	#
	New bills mailed out	0	43,436	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	6.42	5.73	Million gallons/ day
	Peak daily water demand	6.91	7.81	
Wastewater treatment plant	Average daily flow treated	7.13	7.34	Million gallons/ day
	Peak daily flow treated	10.57	17.21	
Water distribution and wastewater collection	Water main breaks repaired	0	12	#
	Water meters read	1,206	47,523	#
	Fire hydrants flushed	46	633	#
	Sewer mains cleaned	650	9,072	Linear feet
	After-hours call outs	5	84	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	0	74	#
	Floodplain permits issued	1	27	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	60	502	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	31	868	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	20	579	#
	Special events assistance	0	8	#
	Maintenance of pedestrian mall	31	844	Staff hours
Equipment maintenance	Total repairs completed	11	1,357	#
Winchester Parking Authority	Work requests completed	3	147	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	2	92	#
	Monthly rental cancellations	3	135	#
	Total monthly leases in all autoparks	-1	1,099	#
	Available monthly spaces in all autoparks	+1	313	#
	Hourly parkers (all four garages)	1,961	49,602	#
	Park-Mobile transactions	632	15,286	#
	Meter violations	198	3,892	#

Parks & Recreation

- Met to discuss the indoor pool schedule and reopening. Planned two open forums (August 13 at 6:30 pm and August 15 at 9:30 am) to discuss the draft schedule with pool users.
- Met with various park partners and instructors to discuss reopening plans and resuming programming.
- Continued to review contingency plans for the overall department.
- Developed a program for full day childcare which works in conjunction with WPS return to school plan. The plan will serve a reduced number of children as a result of the Social Distancing criteria. The plan is under review by the City Manager.

Social Services

- Received 84 Benefit Program applications: 28 SNAP, 38 Medicaid, 4 TANF, 0 VIEW, 4 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 10 Home Energy Assistance Program
- Provided case management to: 1,658 Medicaid, 4,231 SNAP, 69 TANF, 19 Auxiliary Grant, 47 individuals receive VIEW services, 50 families/92 children receive Child Care Subsidy Assistance.
- Other highlights:
 - Participated in "Compass Lifeline" training to increase skills regarding the child welfare mobile app.
 - Participated in the weekly Investigative Multidisciplinary Team meeting.
 - Completed online training:
 - Engaging Families and Building Trust-Based Relationships
 - Structured Decision Making Intake Tool
 - Diligent Internet Search for Relatives Webinar
 - Conducted a virtual Quality Assurance and Accountability Review of a selection of new and ongoing child welfare cases. The goal of this review is to assess the accuracy, completeness, and funding decisions for the selected cases.
 - Submitted the FY2020 PSSF Year-End Financial Report to the State. The Promoting Safe & Stable Families (PSSF) program offers ancillary funding that is accessed by our case workers to help eligible youth and families in need of support, preservation and reunification services.

Weekly Activity	#
Clients walk-ins/drop-offs	0/65
Child Protective Service (CPS) referrals/case management load	3/39
CPS family assessments & investigations of alleged maltreatment	43
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	53/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/9/121
Family Service intakes	3
Family Services Prevention case management load	4
Adult Protective Service referrals/investigations/intakes	6/10/5
Adult services case management load	5
Adult guardianships/cases	1/81
Uniform Assessment Instrument screenings	3
Interstate Compact on the Placement of Children (ICPC) case management	1

Communications

- Distributed the August 5 CitE-News issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 6 inquiries for WPD.
- Produced the new episode of the Winchester Police Department's [DEFROST podcast](#) with Lt. Behan and Detective Smith, who each conducted numerous interviews with key people from the case file. To be released August 11.
- Continued designing the FY21 Budget in Brief booklet with the goal of having the draft to Finance by next week.
- Posted the first *Go and See! with Barry Lee* virtual field trip [episode](#) to YouTube. The episode is a virtual field trip to Shawnee Fire Station.
- Worked with Parks to schedule filming for virtual 9/11 commemoration and discuss concepts and locations.
- Preparing to convert many City forms currently uploaded to the website in a PDF to an online format to improve customer service.
- Promoted new public comment and registration process and included the information in several areas on the [City's website](#) and [agenda portal](#).
- Completed annual required FOIA Officer training provided by the Virginia FOIA Council.
- Updated the City's website privacy policy and submitted to City Attorney for review.
- Promoted safety and preparedness information for Tropical Storm Isaias. Participated in a state-wide public information officer conference call with the VA Department of Emergency Management.
- Created a flyer and promoted two upcoming open forums for Parks and Recreation regarding the proposed indoor pool schedule.
- Continued promoting the 2020 Census.

311 Requests Received	#
FOIA	5
New Recycling Bin	7
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	1
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Total/YTD	13/347

Date	City of Winchester News Releases
8/3	Juvenile charged in accidental shooting - read
8/5	City launches additional public participation options for Council meetings - read
Date	Articles in <i>The Winchester Star</i>
8/1	SU, City announce delay in ballfield renovations
	Police often keep body camera video out of public view
	Letter to the editor: Thank you, City Hall workers
8/3	Erasing history is 'so very Winchester'

Date	Articles in <i>The Winchester Star</i>
8/4	Candidate's court filing challenges city's openness
	Police: Juvenile recovering from accidental shooting
	Bicycle-sharing program: Good idea, bad timing
8/5	Man reports being beaten in street robbery in Winchester
	Open Forum: Wiley a dedicated public servant
	Open Forum: A vote for Wiley is the least we can do
	Letter to the editor: Proud to support Wiley
	Letter to the editor: Fight for Bill so he can fight for us
	Letter to the editor: Wiley will support Second Amendment rights
8/6	Police: Man angry over unfinished lawn charged with assault
	Student housing proposed for site near Shenandoah University
	Letter to the editor: Wiley will represent our values
	Letter to the editor: Wiley says he's running to 'get things done'
8/7	City Council to again allow live public comments
	Region's new jobless claims fluctuate in July

Support Services

Innovation & Information Services

- Attended Conterra meeting for fiber relocation at City Yards.
- Found and resolved the issue causing very high datastore access.
- Deployed July 2020 updates to all servers where possible.
- Continued migration of Optiview images to Filebound server.
- Converted personal property query into report program so interest can be calculated and added in correctly.
- Scripted mass publishing of web services to internal portal. Published 74 datasets to GIS Portal to be used for internal Open Data site.
- Attended Virtual GIS Leadership Summit presentation.
- Added new dataset to both web and primary GIS databases.

Help Desk Requests	Count	Closed
Accounts	19	16
Email	4	8
GIS	3	4
Hardware	9	12
Naviline	1	2
All Infrastructure	4	10
Not Assigned	1	-
Procurement/Disposal	1	1
Reporting	-	5
Software	8	14
Total	55	72

